

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE TELECONFERENCE
OCTOBER 21, 1998**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, October 21, 1998, at 11:00 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

PREVIOUS ISSUES:

Discussion items of this conference call were emailed to the committee members before this teleconference. The committee discussed Section 1.5.1.1 of Chapter 1 in detail to get clarification from Ms. Jeanne Mourrain of the U.S. Environmental Protection Agency (EPA).

The committee decided to add a phrase to the end of 1.5.1.1 a) to read as follows: (See double underline for the added phrase.)

a) evaluating and approving the implementation of NELAC standards by accrediting authorities, through the NELAP recognition process (see Chapter 6):

In addition the committee discussed sections c) and d). They felt that they should write out the process here for explanation and that they could combine these two items. Ms. Mourrain will talk to Regional Science & Technology (RS&T) directors to see if another laboratory can be added to the wording about a principal laboratory. Ms. Mourrain will work on rewriting c) for the next teleconference. The question arose, "How does and what should happen for an accrediting authority to become accredited?" Overall the committee believes that this section needs to be reworded and expanded to describe how this is supposed to operate. EPA is acting at two levels 1) in the recognition process and 2) as an accrediting authority. The committee recommended the process be reexplained in a "Functions of NELAC" slide presentation, at the Interim Meeting General Session.

OTHER ISSUES

Ms. Bouchard formally invited Mr. Art Burton to join the committee.

Mr. Tom McAnich explained the work he has been doing on the Glossary and that he combined the Chapter 5 terms and Glossary terms as many of these are the same. When the definitions were similar, he chose the most detailed definition or the one with a reference. He sent the committee members a list of the terms where the definitions were not identical, and decisions need to be made on which one to use. During the teleconference Mr. McAnich reviewed the terms with the committee members, who gave their opinion of which term they preferred. Mr. McAnich is noting these and will make the edits. The committee will then refer the definitions to the Quality Systems Committee (Chapter 5) as they are also working on definitions. Overall the committee agreed that the verbs should be consistent in the Glossary and the Standards. They altered two

terms. QMP was changed to Quality Manual. The definition for Quality Manual was expanded to include aspects of the QMP.

Ms. Bouchard forwarded the proposed straightforward changes to the Constitution and Bylaws, and Chapter 1 from the Membership and Outreach Committee. The committee agreed to incorporate these changes into the Standards.

Prior to the teleconference Ms. Bouchard drafted a Scope of Accreditation based on the alternatives sent by Perry Brake. More work will be done on this. Ms. Mourrain also mentioned that the Environmental Monitoring Management Council (EMMC) panel will recommend the performance-based measurement systems (PBMS) program matrix analyte. The committee might give a verbal presentation on a draft Scope of Accreditation at the interim meeting. The committee felt that a roundtable format for this would be more appropriate so that it would reach a larger audience.

The meeting was adjourned.

NEXT MEETING

The next meeting of this committee will be by teleconference on November 4, 1998, at 11 a.m. EST.

ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE TELECONFERENCE
OCTOBER 21, 1998

Item No.	Action	Date To Be Completed
1.	Ms. Mourrain will talk to RS&P directors to see if another lab can be added to the wording about a principal laboratory. Ms. Mourrain will work on rewriting c) for the next teleconference.	November 4, 1998
2.	Mr. McAnnich is noting the glossary definitions preferred by the Committee.	
3.	The Committee will refer the glossary definitions to the Chapter 5 Committee who is also working on definitions.	
4.	The proposed wording changes to the Constitution and Bylaws, and Chapter 1, which the Membership and Outreach Committee submitted, will be incorporated.	

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE TELECONFERENCE
OCTOBER 21, 1998**

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